



CLUB STANDARD OPERATING PROCEDURES (SOP)

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Table of Contents

Introduction	3
General Safety	3
General Principles	4
Operating Thames River Club Sessions from Kew Bridge	4
GUEST PADDLERS	5
TASTER SESSIONS	5
SAFETY / RISK CONSIDERATIONS	5
TRIP GRADING	7
PADDLING IN THE DARK	8
THAMES TRIPS PREPARATION	8
THE ARCHES	10
THAMES TRIPS POST TRIP	10
OPERATING TRIPS ON THE SEA	11
KAYAKING TRIPS GENERALLY RUN BY CKC	12
TRIPS ON NON-TIDAL RIVERS	12
CLUB TRIPS/TRAINING AWAY FROM KEW	13
PEER PADDLING	13
COMMUNICATION	13
EQUIPMENT	13
FIRST AID / REPORTING OF INCIDENTS / FIRE:	14
INSURANCE	14
CLEANING AND TIDYING:	15
SAFEGUARDING MEMBERS WELFARE	15
KIT DAYS	16

CLUB STANDARD OPERATING PROCEDURES (SOP)

Introduction

This Document sets out the Clubs Instructions for the Activities within the Club.

The Club is classed as a not-for-profit “Unincorporated Association” run on a volunteer basis by members for members and is governed by a Club Constitution and the rules of Paddle UK (PUK) (the National Governing Body for paddle sports). All members and Committee roles are volunteers. The Club aims to be friendly and encouraging.

Its main base is The Arches, under Kew Bridge. The Club runs a weekly Thames paddling session (usually on a Thursday evening), or in the winter months weekend daytime trips.

There is also a yearly calendar of sea trips and weekend away trips. See Website – Trips Summary. Some years there are trips further afield Scotland, Wales, Cornwall or overseas.

It also provides safety, coaching and leadership training and skills progression training opportunities where it can but if no members who are suitably qualified or encourage members to progress in their paddling skills by commissioning external coaching providers. There are no competition-based activities.

As a community orientated Club, membership is open to anyone who is:

- Over the age of 18.
- Able to swim 50m in light clothing. (also see Equality Policy).
- Be at or around Paddle UK Discover Award (old 1 Star level).

Any guest or new paddlers must be able to demonstrate that they are at least at this level before being allowed to paddle with the Club on the Thames or sea.

General Safety

Kayaking is an ‘Assumed Risk’ Activity. This is made clear on the CKC membership and annual subscription disclaimer. This includes realising that neither the Club or its officers can accept liability for any injury of any kind sustained whilst on a club session or activity.

To minimise risks we encourage members to:

- Take responsibility for your own safety both on and off the water. Awareness and application of the Control Measures identified in the Club Risk Assessment and Management Document.
- Ensuring that your actions both on and off the water do not put others at risk.
- Using your specific skill, knowledge and experience to protect others from any foreseeable risks.
- In law we have a Duty of Care to others. This means that we owe a duty to our neighbours not to cause them injury by our negligent acts and omissions. A

dynamic approach to decision making is recommended which considers the environment, individual abilities and the activity being undertaken. The recording of decisions is encouraged and seen as good practice. Likewise, the reporting of incidents to Paddle UK is a way of sharing experience that can be used to inform future practice, identify issues within the sport and help keep others safe.

- To have a safety ethos, meaning that risk awareness is freely discussed and updates in training and incident management are part of our regular activities.
- Chelsea Kayak Club is an adult only club therefore it is not applicable to have children's safeguarding risks included in our policies.

General Principles

- The risk assessment document is updated and agreed by the committee periodically (usually after updates or annually).
- In the event of any near miss or incident the CKC Incident procedure reporting form (see the References section below, Reference 1) must be completed by the relevant leader and discussed at the subsequent CKC Committee Meeting.
- The Club safety officer to review the incident reported at the time and to assess level of action to be taken. Also, these incidents or near misses are to be part of the yearly AGM reporting process.
- Reasonable adjustments may need to be made depending on the group and or an individual participant to ensure that the needs of the group are met as much as possible.

Operating Thames River Club Sessions from Kew Bridge

Thames River Club Sessions from Kew Bridge are open to anyone at Paddle UK "Discover" standard, equivalent or above. This ensures that you cannot come out onto the Thames Paddles until you have completed the safety drills and paddling techniques have been assessed as strong and competent enough by a certified coach.

This is due to the tides and currents in the Thames can be a bit challenging for a total beginner.

To book onto a Thames session email reminder will be sent to all members within the week before the planned trip. The sign up page currently is available at :

[Weekday/Weekend Sessions « Chelsea Kayak Club](#)

A maximum of 8 people will be able to paddle with each Leader, but the preferred group size is 6. If there are more than 1:6 a deputy Leader may be a good option.

Non-members (guests) can come for a maximum of three sessions, at a cost of £20 each session, to try out the club.

Currently we try to run one trip a week but it is not always possible due to availability of Thames Leads to take a trip out and due to safety and risk assessments may indicate that it is not deemed safe to paddle.

GUEST PADDLERS

Assuming they meet the minimum qualifications (see above) guest paddlers are permitted to participate in no more than three Club sessions, after which time if they wish to continue they must join the Club. Guest paddlers are required to either sign-up on the website or sign the register, as a prerequisite for participating in the session. The register is kept in the Club's 'cage'. Session leaders are responsible for collecting the requisite fees, In Case of Emergency (ICE) details and checking for medical issues as well as checking for payment into the Club account either directly or via the Treasurer.

TASTER SESSIONS

Paddlers on taster sessions may have no prior experience of kayaking. They need to confirm that they can swim 50m, and sign disclaimer understanding that kayaking is an assumed risk sport. Taster sessions will only held when there is limited tidal movement, when there are beaches present, without spray decks, and one coach/helper for every 3 novices.

Taster sessions on the Thames: for those completely new to kayaking. To find out more contact info@chelseakayakclub.co.uk.

SAFETY / RISK CONSIDERATIONS

As per risk assessment and management process document. The main risks to be eliminated before the trip can go ahead are:

- Force of the Tide or Fluvial flow – The Port of London Authority guidance is a Black, Green Yellow or Red Flag warning system to alert boat handlers when the flow is strong. CKC also use other data sources as well to decide on the strength of the water flowing down the river. Spring tides ebbing, and increased rain water in Thames Valley impact on these factors.
- Fitness and competency of the paddlers on the trip when the flow is considered a Red Flag.
- Location of the trip. Different sections of the river create increased flow and hazards .
- Events occurring on the river which can cause multiple crafts to be in limited space and can be considered as hazardous.
- Weather Conditions. Wind strength, lightening.
- River Contamination. Recent sewage discharges in location of the area to be paddled in within two high tides of the time/date of the trip.

- Where we paddle: The local paddling area for CKC is downstream to Putney Bridge, and upstream to Richmond. Groups generally paddle against the tide outbound and return back to the Arches at the end of the session with the tide. Leaders are responsible for checking the tide times prior to the session to determine the most appropriate outbound route. The Leader, and all Club members will be happy to explain the ‘rules of the Thames’, and the local knowledge that makes paddling here safe.
- Everyone needs to stay together, listen to the Trip Leader and watch out for other boats / hazards.
- Everyone needs to listen to and co-operate with the instructions of the session leader
- If needed the Thames Leaders will let the Port of London Authority know the group is out paddling (and that we have returned), and carry spare paddle, tow line, First Aid Kit. When calling into the PLA the Club’s call sign is “Chelsea Kayak”.
- Be aware that the Club’s Thames Leaders will have access to all members Next of Kin, emergency (ICE) contact and medical information provided when you join the club.
- The rules for Leading a Thames sessions and becoming a Thames Leader are available in Thames Leader Rules document in the Club Documents section of the website.
- At the briefings the trip route will be explained. Alerting participants to any areas of concern or hazards. Upriver from Kew can be more fast flowing, as the river is narrower with more over-hanging trees and, branch hazards.
- Leaders are able to deal with immersion and operate safely outside a kayak if needed. Towlines and first aid kits will be carried at all times on the water.
- Down river has more challenges with rowing boat activities. Further down river to Putney, Thames Clipper boats are in operation and cause challenges with wake on foreshore and their inability not to see small craft near them.
- Any paddler at the front of the group must check behind them frequently and stop if necessary to allow paddlers to regroup.
- Beware of fixed obstructions, overhanging trees, buoys, and moored boats especially in high fast flowing water conditions. Fast currents and swirling eddies around moored barges bridges pontoons and buoys.
- If there is a risk of collision with rowers then verbal conventions can be used:
 - **‘Ahead Rower’** or **‘Take a look’** = Risk of Collision.
 - **‘Hold it up’** = Precautionary stop.
 - **‘Hold it Hard’** = Emergency stop.
- In stronger currents allow more space between other paddlers and fixed objects.
- Navigate in a correct manner to avoid collisions or cause a collision.

- The lead and experienced paddlers can warn and guide paddlers away from danger areas.

The trips are graded from A- C.

TRIP GRADING

	Indicative Proficiency	Description
A	BC Discover and above	<p>Slow moving Estuaries and Tidal Rivers with flow rate equivalent to less than 0.5 knot. Wind strength does not exceed Beaufort 3.</p> <p>Fitness level of paddler to be able to paddle against some flow for a time period of at least 30 minutes. Generally, more relaxed trips including sheltered tidal areas and flatwater touring trips.</p> <p>Shoreline needs to be accessible at regular intervals.</p>
B	Explore to Sea Kayak Awards	<p>Moderately moving estuaries and tidal rivers with flow rate equivalent to less than 1.5 knots.</p> <p>Fitness level of paddler to be able to paddle against some flow for a time period of at least 45 minutes.</p> <p>Generally coastal paddles not more than ½ mile (c.800 metres) from the shore – potentially some slightly choppy seas, wind below force 4.</p> <p>Plenty of opportunity for landing and resting. You are not required to be able to roll or self-rescue. These trips will not involve open crossings. Any particular additional prerequisites will be specified by the trip leader.</p>
C	Sea Kayak Award and above	<p>Possible faster moving estuaries and tidal rivers with flow rate equivalent to less than 2 knots.</p> <p>Fitness level of paddler to be able to paddle against some flow for a time period of at least 60 minutes.</p> <p>More testing/advanced conditions or longer paddles where paddle fitness is extremely important. May involve short open crossings. Longer gaps between landing opportunities (more committing paddles) with the potential for more difficult landings and some moderate surf, upto 1m.</p> <p>Potentially some choppy seas, wind up to force 4, tide approx. 2 knots max.</p>
D	Sea Kayak Coastal Award and above	<p>These trips are for experienced paddlers who are capable of looking after themselves in fairly testing conditions. These trips may well extend beyond the technical Sea Kayak Coastal remit. You would be expected to be able to roll in ‘moderate’ seas (1 – 2.5M waves) and be able to perform a self-rescue.</p>

The Club always tries to promote and practices a positive health and safety culture.

The Fluvial flow will increase the tidal Ebb flow and if it is assessed as being too strong to paddle the Trip Lead will consider either control measures, the trip grade or level of paddlers participating, or choose to cancel a trip.

Night time and day time Thames trips can be risk assessed differently and the PLA Flags (Black, Green, Yellow and Red) are to be used to assess the risk. The data of flow in m³/sec at Kingston Bridge is also used to understand the likely strength of the fluvial flow in the Richmond to Barnes stretches of the River Thames.

The Environment Agency Flow warning system, and The Richmond Canoe Club information is available via links on the CKC website. If the flow is greater than 150m³/sec in the dark or 250m³/s in daylight, the Lead is likely to consider if this is unsafe to navigate.

PADDLING IN THE DARK

When paddling in the dusk / darkness all paddlers must have lights that are visible to other river users – one on each end of each boat. To take part all members must bring their own lights. All paddlers must be highly visible at all times – all club paddles and Buoyancy Aids have reflective strips for this reason. When paddling in hours of darkness the session leader must keep the group tightly together.

As per Risk/ Hazard and Control Measure in Club Risk Assessment Management Document.

THAMES TRIPS PREPARATION

- Arrive at the Arches promptly; or inform the leader well beforehand if you are unable to participate.
- At the beginning of each session the Arches are unlocked by the Trip Leader (or a key holder). If the gym is in use, use the West doors for access to the changing facilities.
- Dress correctly. See advice on the sign up page. Cotton t-shirt and shorts are not acceptable in cold conditions and you will be denied a paddle trip unless other clothing can be found.
- Wear appropriate footwear which gives good protection to feet. Loose fitting footwear (e.g. flip-flops), open toed sandals and footwear with long laces are not advisable (laces could get stuck round a footpeg – laces that are tucked in are OK; sandals do not protect your toes from glass in the river bank; loose fitting footwear comes off if you take a swim).

- Bring a full change of clothes.
- Have a hat/water bottle / snacks, if required.
- The kayaks should be prepared for each individual who is using it depending on their height, and size of the person. The Lead can be advised on which boat is more suited to which size participant. The footrests need adjusting accordingly.
- Be mindful of people using the Thames Tow Path when moving kayaks. Kayaks will need to be carried, using a two-person lift, down the slip way to the water.
- The slipway is muddy/uneven at low tide; the algae can be slippery and the area can contain litter/glass. As per Risk/ Hazard and Control Measure in Club Risk Assessment Document, suitable footwear is required. Nettles/stinging plants may present a minor nuisance and can easily be avoided. When an Active360 (a paddle board business which share the Arches with us) is operating, watch out for the fins on their boards – they can be sharp.
- Share the carrying load of getting boats from the storage to the foreshore.
- No-one should launch until the Trip Leader has asked them too – this will be after a short safety briefing on the trip plan with risk assessment information. The Trip Lead may designate certain participants to ‘pathfinder’ at the front or allocate them to stay at the rear of the group. On the whole the Lead will stay at the back with the slowest paddler.
- Newcomers may be allocated a buddy to paddle with.
- The Trip Leader will probably ask a strong paddler to launch first and keep the group together on the water in accordance with the PLA Paddlers Code (It is preferable for competent paddlers to launch backwards to protect the skeg (back of the kayak); less confident paddlers can launch forwards but will get wet feet doing so.
- Paddlers must be wearing a buoyancy aid at all times when on the river.
- The Thames water can also be hazardous due to sewage and effluents so any breaks in skin anywhere on the body can potentially be an entrance point for skin infections. All participants are advised to rinse their skin in fresh water as soon as possible after any estuary or Thames Trips. The covering of any small cuts with waterproof plasters when on the water to try to avoid any water-borne disease or bacterial invasion through the skin. (eg Weils Disease). As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.

- It is important to advise the Trip Leader of any medical or other condition which may be relevant to the safety and enjoyment of the session.
- Lift and carry kayaks correctly - kayaks should be carried between 2 people. It is up to pairs of participants to decide if they can carry one or 2 boats dependent on loading, energy, strength and terrain; if in doubt go for one boat at a time. As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.
- Be vigilant for trip hazards that may exist both on the foreshore or slip way. As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.
- For knowledge of the PLA Tideway Code, there are links on the website. Also check the tides, before arriving, direction, time and strength. In strong winds and stronger river currents, trips will need to be reviewed or thoroughly considered before getting on the water with a dynamic risk assessment.
- Leaders will carry mobile phones, tow lines, whistles to attract attention and a torch in winter, spare paddles, VHF radio and First Aid Kits.
- Multiple groups should be staggered slightly when paddling from the Arches. Groups must stay together at all times.

THE ARCHES

Changing Arch (Arch1): The changing facilities are separated into male and female changing rooms. The Club is not responsible for any personal belongings. During the session the Arches will generally be locked, but as other clubs do use the Arches they may access these facilities while we are on the water. There are toilet facilities near the changing rooms. Once the changing rooms and toilets are finished with. the Arch is locked. Changing rooms and toilets should be tidy and clear of rubbish – any issues should be noted and reported to your Thames Leader. Take rubbish home, as no rubbish is collected from the Arches. We leave the Arches at least as tidy as we found it.

The kayak Arch (Arch2): All kayaks sit on the racks and should be neat and orderly. Kayaking equipment such as paddles, buoyancy aids, cags all have their own racks/ hangers; there should be no trip hazards. The club has its own 'cage' and cupboard in which the Tow Lines, First Aid Kits, Sea-Cags, Helmets and Incident Book are stored.

THAMES TRIPS POST TRIP

- If the boats or any equipment are muddy please rinse them down with fresh water. Alert the Thames Lead of your concern in this matter if unsure.
- Empty the boats of water to try to reduce damp and condensation when they are stored inside Arch 2.

- Hang up all wet gear. Carefully return the boats correctly to the storage racks, taking care of the skeg on the hull of the boats.
- Put the paddles away correctly for the size of each paddle.
- Wash your hands especially before eating food.
- Clean and rinse any open areas of skin.
- Let the session leader know of any 'near misses' or incidents (however minor) and recording them in the using the near miss, notable events Incidents Reporting Process as per Website guidance, or report directly by emailing to the Safety Officer.

OPERATING TRIPS ON THE SEA

As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.

Club trips are only led by either qualified external coaches, qualified leads or club members who meet the agreed specified safety standards and have been signed off to lead as per the Club Policy 'Extended Remit'.

From the 1st January 2027 all trips will be led by Certified PUK Leads (Seak Kayak Lead, Advanced Sea Kayak Lead or Paddle Sport Lead).

A Trip Risk assessment will be undertaken by the Trip Leader prior to each sea trip and these will be recorded for auditing and reviewing purposes and available for 2 years from the date of the trip.

- Sign up for sea trips are when the organiser of the trip sends out an email that the sign up is ready and live. The sea trips are mostly evident in the Sea Trips summary and Calendar ahead of time.
- The trips are Graded A- D as per table outlined above. Paddlers please be familiar with what your paddling ability is currently and if you are unsure please discuss with any of the Club leads or coaches. If a Trip Lead does not feel you are at the correct level of competency as per the grading guidelines, they have the right to explain that you are not able to come on that trip.
- The Trip Leader will send out details of what experience, and equipment is needed in advance. Everyone should make an effort to look at the tides, maps / charts and forecasts to help plan the trip.
- There is a Pre Trip Kit Check List available and could be completed, which is not obligatory but advised. If you turn up for a trip with the wrong, inadequate or broken kit you may not be allowed to participate.
- Trips away from Kew often involve moving kayaks on roof racks. Care is required to ensure all boats are adequately fastened on, and that drivers are appropriately rested (after a long day at work/paddling).
- Accommodation can vary from a guest house to camping – open fires and alcohol add to the risks. No-one should paddle under the influence of alcohol.

KAYAKING TRIPS GENERALLY RUN BY CKC

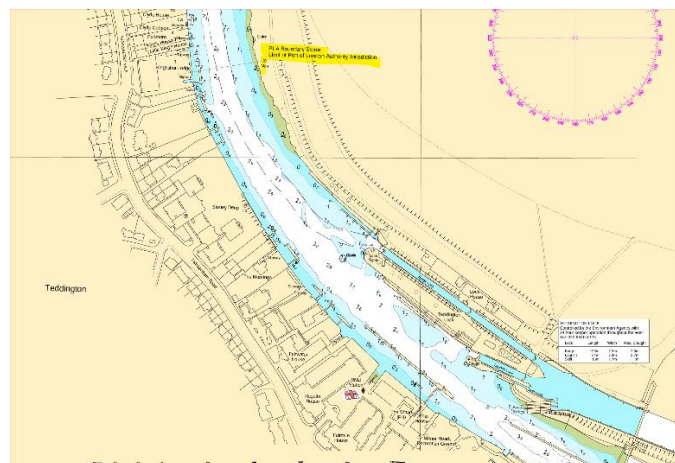
All risks and hazards associated with padding on the sea / estuary /tidal river, have been reviewed and considered in full as per the club Risk Assessment and Management Document (eg, Drowning, Cold-water Shock, Capsize, Equipment Failure, Poor instructions, Head Injury, Water borne illness, skin issues, Physical Injury, Over Exertion, Environmental Hazards, Extreme weather conditions, Slippery surfaces, Launching and Landing, Rescues or incident Management, Tidal Environments, Risk from others, Mental Health, Neuro diverse behavioural issues).

Every trip will be planned carefully by the Lead in charge as per their training and qualifications. The Club has pre trip risk assessment process and a dynamic risk assessment process for on the day decisions.

TRIPS ON NON-TIDAL RIVERS

For trips on rivers in the UK each boat needs a boat licence issued by the Environment Agency. As part of the annual affiliation with Paddle UK (PUK), CKC buys 8 Environment Agency boat licences for Club boats. This allows us to use upto 8 boats on most non-tidal rivers in the UK. If there is a trip on a non-tidal river using more than 8 club boats, additional boat licences need to be obtained from the Environment Agency (typically either daily or weekly licences) before the trip starts. Typically the lead will purchase these and share the cost amongst trip members or, if pre-agreed with the Club Treasurer, claim the amount back from the Club.

Note that boat licences are not required for tidal waters in the UK. However, in estuaries the limit of ‘tidal’ needs to be understood for the particular estuary trip. For example, on the Thames the tidal part of the Thames is up to Teddington Lock. The Port of London/Environment Agency define the tidal limit as the “PLA Boundary Stone”, about 250m downstream from Teddington Lock (see images below). That is, a boat licence is required from the PLA Boundary Stone to Teddington Lock for a trip that goes to Teddington Lock (or beyond).



CLUB TRIPS/TRAINING AWAY FROM KEW

As per Risk/ Hazard and Control Measure in Club Risk Assessment Register. Club trips and training courses away from Kew run along similar lines. The trip will be graded (see Trip Grading) so it is easy to see if it will be suitable for beginners, or for experienced paddlers only. All trips/ training will be advertised by email and the Trip Leader will manage the 'sign-up', determine if everyone has the relevant experience to safely participate. These trips are normally at an extra cost for transportation and if external sea kayak coaches are commissioned.

Sea Trips trips may be fully led by CKC or using an external provider for the paddling activities.

PEER PADDLING

Occasionally the club email is used to advertise 'Peer Paddles'. As per Risk/ Hazard and Control Measure in Club Risk Assessment Register, these are opportunities to get out on the water with a group of peers from the Club – but are not led. Everyone must make their own assessment of the conditions, plan and decide for themselves if they will participate. Someone from the Club, not a qualified leader, may co-ordinate the logistics of the day. These trips are very different from a led Club trip. To join a peer paddle we highly recommend everyone is a full member of Paddle UK (PUK) – as you will need personal membership to give you licence to use the waterways and liability insurance if something were to go wrong. PUK recommends carrying membership cards when paddling (the link to get a membership is on their website). Note Thames Leaders are only certified by the Club to lead on a specific section of the Thames, so outside these areas the trip may be a peer paddle.

Note: Lone paddling is not permitted under any circumstances. As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.

COMMUNICATION

Communication from the members and Committee of the Club comes by email and/ or using WhatsApp messaging. To join the email list you will have agreed to your email address being shared, when you joined. (If you tick 'no' the membership secretary will confirm that was intentional).

The club also has a relevant Facebook and Instagram group to share pictures but is not used generally day to day or monitored that frequently.

EQUIPMENT

As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.

All equipment should be inspected prior to use. If a boat is defective it is/should be marked with a “Do Not Use” tag (in the cage) until repaired. All kayaks need sufficient floatation (provided by bulkheads and secure / water-tight hatches) and must have secure toggles. Buoyancy aids are visually inspected and adjusted before launching, and defective buoyancy aids are removed from use.

Paddles need to be treated with respect both to minimize injury to others and also to preserve the life of the equipment. When kayaks are in transit paddles should be secured either inside the vehicle or in the kayak for ease of transport. Paddlers will either keep their paddle in the boat or firmly in their hands when on the slip way, mainly to avoid trip hazards.

Club members will be liable for any damage or loss to Club boats and equipment which the Club Committee considers has been caused by negligence on the part of the user.

Please report any concerns about ineffective kit or damaged kit/kayaks to the Trip Lead who will report it to the Kit Officer.

FIRST AID / REPORTING OF INCIDENTS / FIRE:

As per Risk/ Hazard and Control Measure in Club Risk Assessment Register.

In the event of a fire the muster area is outside the Arches.

The Club has its own first aid kits located in the Club cage. First aid kits are replenished when needed and is the responsibility of the Club Safety Co-Ordinator. All Trip leaders hold first aid certificates.

Any accidents, incidents and near misses should be recorded in the Incident book (in the Club cage) or reported directly to the Club Safety Officer. For significant accidents, incidents and near misses the Club Safety Officer will also be reported to Paddle UK at the earliest possibility if required. Only the Club Safety Officer should report incidents to Paddle UK. The Incident Procedure is on the website, and in the cage.

INSURANCE

By joining the Club you become an “Associate” member of the English region of Paddle UK (all the home nations have their own regional bodies due to different water access rights).

The insurance (Combined Liability Insurance to a limit of £10 million in case of an incident resulting in damage to property or another person) provided by Associate membership means you are insured for recognised Club sessions and activities (with Club recognised Thames Leaders or Paddle UK qualified Leaders). It also provides you with access to the Clubs Waterways Licence.

You are not insured and have no waterways licence for any paddling activity outside of recognised Club lead sessions and activities. This means you are not covered for any Peer Paddles (even if advertised via club email or Facebook).

To be insured for Peer or independent paddles you need to become an individual member of Paddle UK. This has the advantage of giving you this combined liability insurance worldwide and access to discounts on Paddle UK qualifications, certifications etc. You will also have your own UK waterways licence. See the PUK website for full list of benefits.

If you become a coach or qualified Sea Kayak Lead, you will need this level of membership and insurance.

CLEANING AND TIDYING:

At the end of the session the Arches should be tidy with nothing lying around or causing a trip hazard and ready for the next users. It is very important that no mud from equipment or shoes is transported into the Arches. Especially Arch 1. So washing shoes or removing them before entering this Arch is recommended. It is also important that the skeg box is and foot rests are washed down so they do not dry caked in Thames mud. All paddlers should help in this task.

SAFEGUARDING MEMBERS WELFARE

As a club we are committed to ensuring that everyone can enjoy kayaking in a safe environment where they are protected from any form of poor practice, abuse and neglect. The Club has an Adult Safeguarding Policy, Equality Policy and a Code of Conduct. We all have a duty of care to each other.

Our Policies are as per our authorising body Paddle UK. Paddle UK has developed policies, procedures, guidance and templates to support everyone involved in our sport: [Safeguarding Policies | Paddle UK](#)

We are committed to investigate all reported safeguarding concerns or allegations. If you know of a safeguarding concern or allegation, whether it has been disclosed to you by someone else, something you have witnessed or something that has been worrying you, don't keep it to yourself – always report the issue to the Welfare & Safety Officer. Your names will not be used and privacy is ensured.

Any coach or leader (even if their main role does not involve working with children or adults at risk) is required to initially complete, as a minimum, an online safeguarding course and then, every three years, refresh their training with an online training course.

KIT DAYS.

As required the Kit Officer will organise a Kit Day to service / test / repair the Club equipment. We ask all members to help, then more members will know how to fix a problem if needed on a trip. Occasionally power tools and knives are in use and these are only to be used by appropriately skilled individuals.

Our priority as a Club is to maintain the safety and welfare of our members, guests and the public whilst participating in Club activities. To minimize risks we may set out additional / varied operating procedures which will form part of our general operating procedures. These will be updated from time to time as guidance changes from government and governing bodies (eg PUK and PLA).